



Louisiana Office of Alcohol and Tobacco Control
8585 Archives Avenue, Suite 305
Baton Rouge LA 70809
Telephone: (225) 925-4041 Fax: (225) 925-7652

Special Event Permit Application

PERMIT TYPE

Select the permit type for your event.

Refer to the Special Event Guide for more information. Appropriate documentation is required for each permit type.

- ☐ Type A: **Tax exempt non-profit status under IRS Code Sections 501(c) (3) and 501(c) (8).**
- ☐ Type B: **Non-profit organization**
- ☐ Type C: **All other individuals and organizations not eligible for permit Types A or B.**
- ☐ Homebrew: **Events where homebrew will be served**

APPLICANT INFORMATION

Applicant Name (*name of individual, organization, etc.*): _____

Official Mailing Address: (*street/city/zip*): _____

Contact Person: _____ Business Telephone: _____

Email Address: _____ Cell Phone: _____

Driver's License: _____ Home Phone: _____

EVENT INFORMATION

Event Name: _____

Event Location: _____

Does this location hold a Class A-Restaurant or A-General license? YES ☐ NO ☐

Event Host: _____

Date(s) of Event (*3 days maximum*): _____

Type of Alcohol Served (*check all that apply*): Beer ☐ Liquor ☐ Wine ☐

Event Website (*if applicable*): _____

Describe the event: _____

Will there be a general admission fee? YES ☐ NO ☐ If **YES**, what is the fee? \$ _____

Will there be a fee for alcoholic beverages? YES ☐ NO ☐ IF **YES**, what is the fee? \$ _____



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EVENT INFORMATION CONTINUED

Where will you obtain alcoholic beverages for this event/from whom?

List the brands of alcoholic beverages to be provided:

Are there any other organizations/persons involved in this event besides the applicant? YES ☐ NO ☐

- If **YES**, explain the organization/person's involvement:

Will this event be sponsored? YES ☐ NO ☐

List ALL sponsors for the event and what each sponsor will be providing:

List ALL persons/entities/organizations that will receive proceeds or money from this event and the amount or percentage that each will receive:

PERMIT FEE

Please check the appropriate amount enclosed with this application.

Type A: \$0.00 ☐ Type B: \$10.00 ☐ Type C: \$100.00 ☐ Homebrew: \$0.00 ☐



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If you are applying for a **TYPE C permit ONLY**, answer the following (8) questions:

1. Do you or your spouse own or hold interest in any business that holds a state **retail** beer or liquor permit?

YES ☐ NO ☐

- If **YES**, enter Permit Number, Trade Name and Location of Business below:

Permit Number: _____

Trade Name: _____

Business Address: _____

2. Do you own the premises? YES ☐ NO ☐

- If **NO**, a copy of a valid, signed and dated lease or written permission from the property owner is required.

3. Are you a United States citizen: YES ☐ NO ☐

- If **NO**, enter naturalization no.: _____

4. Have you or your spouse ever been convicted of a felony? YES ☐ NO ☐

- If **YES**, attach a copy of the Pardon or Restoration of Rights to this application.

5. Have you or spouse ever had an alcoholic beverage permit revoked or been convicted of violating any liquor or beer regulatory state rule or local ordinance? YES ☐ NO ☐

- If **YES**, explain:

6. Have you or your spouse ever been convicted of soliciting for prostitution, pandering, letting premises for prostitution, contributing to the delinquency of a juvenile, keeping a disorderly place, or dealing in narcotics?

YES ☐ NO ☐

- If **YES**, explain:

7. Is this application being made by you to permit any person other than the applicant to secure a permit in your name for his/her benefit?

YES ☐ NO ☐

- If **YES**, explain:

8. Does the applicant, applicant's spouse and/or applicant's membership hold an interest in a business that holds a wholesale or manufacturer beer or liquor permit? YES ☐ NO ☐

- If **YES**, explain:



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If you are applying for a special event permit in conjunction with a statutorily recognized homebrew event as defined in LA R.S. 26:793(5), complete the following information. Read the below statute carefully.

NOTICE: If the event does not meet the statutory definition of events that may be licensed for a homebrew special event permit, your application for such event WILL BE DENIED.

What type of homebrew event will you be hosting? Check the applicable box below:

Club meeting ☐ Homebrew Organized Affair ☐ Homebrew Exhibition ☐ Homebrew Competition ☐

I understand that homebrew shall not be sold or offered for sale at this event. Initial here: _____

I understand that homebrew shall only be served to attendees of this special event. I understand that this means homebrew cannot be served to patrons of my retail establishment or the general public. Initial here: _____

I understand that all homebrew alcoholic beverages brought to my licensed retail premises for this event WILL BE REMOVED from my licensed retail premises at the conclusion of this homebrew special event. Initial here: _____

LA R.S. 26:793(5)

Notwithstanding any other provision of law to the contrary, the commissioner shall issue a three-day special event permit to any retail dealer qualified for on premise consumption who applies for such permit at no fee authorizing the retail dealer to allow a person to bring homebrew alcoholic beverages on his licensed premises for the purpose of possessing, consuming, and serving such homebrew on his licensed premises in connection with homebrew club meetings, organized affairs, exhibitions, or competitions such as homebrewer's contests, tastings, or judging in accordance with all of the following criteria:

- (i) Homebrew shall not be sold or offered for sale.
 - (ii) Homebrew shall be served only to those individuals attending the special event and shall not be served to the patrons of the retail establishment or general public
 - (iii) All homebrew alcoholic beverages shall be removed from the licensed premises within a reasonable time upon conclusion of the special event.
 - (iv) The retail dealer shall not be required to obtain a special events permit from the Department of Health and Hospitals and shall be exempt from any additional compliance with the state's Sanitary Code but only with regard to the duration and location of the special event.
- (b) For purposes of this Paragraph, "homebrew" shall mean the brewing of beer, mead, and other alcoholic beverages through fermentation on a small scale as a hobby for personal consumption, free distribution at residential social gatherings, and amateur brewing competitions or other noncommercial reasons as provided for in Paragraph (1) of this Subsection regarding special event licenses.



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SWORN STATEMENT/CERTIFICATION OF AUTHENTICITY

BY SIGNING BELOW, YOU ARE SWEARING, UNDER OATH, that you have read each of the questions in this application packet, and that all answers are true and correct to the best of your knowledge; that you meet the qualifications and conditions of R.S. 26:80 and 280 and LA R.S. 26:85 and 273; that you have no pending application for this location, and that you are not using this special event permit in place of a bona fide license.

Signature: _____ Title: _____

Print your name: _____

Sworn to and subscribed before me this _____ day of _____, 20____. State of _____

Signature: _____ Print Name of Notary Public: _____



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Special Event Guide

General Information

- A *special event* is an event held at any location where alcoholic beverages are served as an *incidental* part of the event for payment rendered or are supplied as part of a general admission or other type fee.
- For *special events*, ATC will issue a special, temporary retail alcoholic beverage permit for the duration of *up to three (3) consecutive days only*.
- The wholesaler can deliver beverages only to the place listed on the permit, and only on the days allowed by the permit.
- A maximum of twelve (12) Special Event permits may be issued to any one person, partnership, corporation, or entity within a single calendar year.
- Special events do not include private parties where no sales are made or fee charged, and where the only purpose in applying is to obtain product or services from a wholesale dealer.

Notice

- **All special event applications must be submitted at least (10) days prior to the event.**
- Prior to submitting your application, read the attached special event rules and regulations carefully. Ensure your event is in full compliance with the applicable special event rules and regulations.
- All special event permits, regardless of type, are **retail alcoholic beverage** permits. As such, and in accordance with the provisions of R.S. 26:85 and 273, any organization engaged in business as a manufacturer or wholesaler of alcoholic beverages or any organization whose membership is composed of persons engaged in business as a manufacturer or wholesaler of alcoholic beverages **does not qualify** for a special event permit.
- All applicant information **must agree** with all of the documents submitted. The dates and locations of **must be exactly the same** on all local and state documents and lease (if applicable).
- All special events must adhere to the pricing requirements for industry member services and equipment contained in Louisiana Administrative Code 55:317(F).
- **Special event permit holders who fail to comply with the applicable statutes and regulations attached may be prohibited from obtaining a special event permit for a period of (2) years/or may be subject to monetary penalties.**



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Payment Information

- NO REFUNDS will be made once this application packet and fees have been reviewed by this office.
- Our office accepts money orders, cashier’s checks, and certified checks via mail. DO NOT SEND CASH OR PERSONAL/BUSINESS CHECKS.
- Credit cards and cash are accepted at 8585 Archives Avenue, Suite 305, Baton Rouge, LA 70809
- Make all payments payable to the Office of Alcohol and Tobacco Control. The cashier’s window is open during the hours of 8:00 a.m. through 4:00 p.m., Monday through Friday, excluding holidays.
- Mail fully completed forms, all supporting documents, and proper fees to:

Office of Alcohol and Tobacco Control
P.O. Box 66404 Baton Rouge, LA 70896

Event Type Checklist

Four (4) types of special event alcoholic beverage permits are issued by the Office of Alcohol and Tobacco Control. The following guide will help you determine which permit you should apply for and detail what documentation is required for each.

Type A

Permits issued to nonprofit organizations with tax exempt status under the U.S. Internal Revenue Code, Section 501 (c)(3) or (c)(8). This type of permit is issued at no charge. To qualify for this permit, applicants must submit *all* of the following:

- ☐ Certification from the IRS stating tax exempt status under either Section 501(c)(3) or 501(c)(8)
- ☐ A copy of a local permit, or letter from the local governing authority granting permission to sell alcoholic beverages, or proof of application for a local permit
- ☐ A valid, signed and dated lease, contract, or written permission from the property owner
- ☐ A complete and notarized application



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Event Type Checklist (Continued)

Type B

Permits issued to non-profit organizations which are able to provide some type of written proof of their non-profit status, but are unable to show written proof of their tax-exempt status under the U.S. Internal Revenue Code, Section 501 (c)(3) or (c)(8). The cost of this permit is \$10.00
To qualify for this permit, applicants must submit all of the following:

- ☐ Written proof of non-profit status
- ☐ A copy of a local permit, or letter from the local governing authority granting permission to sell alcoholic beverages, or proof of application for a local permit
- ☐ A valid, signed and dated lease, contract, or written permission from the property owner
- ☐ A complete and notarized application with **\$10.00** fee

Type C

Permits issued to persons who do not meet the requirements for Type A or Type B Special Event permits. The cost of this permit is \$100.00. To qualify for a Type C special event permit, applicants must meet the same requirements of a retail permittee found in Louisiana Revised Statute 26:80 and R.S. 26:280, and submit all of the following:

- ☐ A copy of a local permit, or letter from the local governing authority granting permission to sell alcoholic beverages, or proof of application for a local permit
- ☐ A valid, signed and dated lease, contract, or written permission from the property owner
- ☐ A completed and notarized application form with **\$100.00** fee

Homebrew

To qualify for a homebrew permit, the applicant and the event must meet all qualifications of LA R.S. 26:793(5) as described in the homebrew section of this application. The applicant shall also submit the following:

- ☐ A valid, signed and dated lease, contract, or written permission from the property owner
- ☐ A completed and notarized application form



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Services and Equipment Pricing

Please mark which of the following services or equipment industry members will provide for your event.

If an industry member will be supplying any of the following services or equipment, those services or equipment must be rendered in an amount ***at least*** equal to the following pricing guide. **These prices apply to ALL special event permit types.**

- ☐ **Labor**
—at a rate equal to that required as a minimum wage under the Federal Wage and Hour Law;
- ☐ **Self-contained electric units in which the beer container is refrigerated within the unit**
—\$25 per day
- ☐ **Electric unit in which the beer container sits outside the cooling unit**
—\$25 per day
- ☐ **Picnic pumps**
—\$10 per day or may be sold to the permit holder in accordance with Subsection j below;
- ☐ **Tubs**
—\$10 per day or may be sold to the permit holder in accordance with subsection j. below;
- ☐ **Cold plates**
—\$25 per day
- ☐ **Trucks designed to handle packaged beer without refrigeration**
—\$30 per day
- ☐ **Refrigerated trucks or mobile units such as trailers or other vehicles designed to handle package or draught beer**
—\$100 per day
- ☐ **Cups, ice, additional CO₂ gas, gas picnic pumps, tubs and similar supplies and equipment**
—cost to industry member
- ☐ **Alcoholic beverages**
—at the price available to all other retail dealers in alcoholic beverage
- ☐ **Stages, including labor to erect**
—\$200 per day
- Tents, including labor to erect:**
 - ☐ **12' x 12' or smaller**—\$30 per day;
 - ☐ **Larger than 12' x' 12'**—\$50 per day.



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Statutory and Regulatory Provisions Governing Special Events

Review the below statutes and regulations carefully to ensure your event is in full compliance with each and every applicable law.

LA R.S. 26:793 Additional powers of the commissioner

A.(1) The commissioner may provide by regulation for the issuance of three-day permits to serve alcoholic beverages at fairs, festivals, civic and fraternal and religious events, Mardi Gras events, and nonprofit functions. The permits shall be for a duration of three consecutive days only and no more than twelve such permits may be issued to any one person within a single calendar year. Fees for the permits shall be as provided by regulation.

(2) The commissioner may also provide by regulation for special designations on the regular Class A permits of persons who wish to service special events as caterers and serve alcoholic beverages at locations other than their licensed premises.

...

(4) The commissioner shall adopt rules and regulations in accordance with the Administrative Procedure Act to effectuate the purpose of this Section. Notwithstanding the provisions of R.S. 26:90(B), (C), (D), (E), (F), and (G) and R.S. 26:286(B), (C), (D), (E), (F), and (G) to the contrary, the commissioner may establish rules and regulations adopted pursuant to the Administrative Procedure Act authorizing the types of entertainment and employment allowed on a licensed premises.

(5)(a) Notwithstanding any other provision of law to the contrary, the commissioner shall issue a three-day special event permit to any retail dealer qualified for on premise consumption who applies for such permit at no fee authorizing the retail dealer to allow a person to bring homebrew alcoholic beverages on his licensed premises for the purpose of possessing, consuming, and serving such homebrew on his licensed premises in connection with homebrew club meetings, organized affairs, exhibitions, or competitions such as homebrewer's contests, tastings, or judging in accordance with all of the following criteria:

- (i) Homebrew shall not be sold or offered for sale.
- (ii) Homebrew shall be served only to those individuals attending the special event and shall not be served to the patrons of the retail establishment or general public.
- (iii) All homebrew alcoholic beverages shall be removed from the licensed premises within a reasonable time upon conclusion of the special event.
- (iv) The retail dealer shall not be required to obtain a special events permit from the Department of Health and Hospitals and shall be exempt from any additional compliance with the state's Sanitary Code but only with regard to the duration and location of the special event.

(b) For purposes of this Paragraph, "homebrew" shall mean the brewing of beer, mead, and other alcoholic beverages through fermentation on a small scale as a hobby for personal consumption, free distribution at residential social gatherings, and amateur brewing competitions or other noncommercial reasons as provided for in Paragraph (1) of this Subsection regarding special event licenses.

B. The provisions of R.S. 26:281(C), (D), (F), and (G) shall not apply to permits issued pursuant to the provisions of this Section.



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LAC 55: VII §323. Regulation XI—Fairs, Festivals and Special Events

- A. For purposes of this regulation, special events are defined as events, held at any location, where alcoholic beverages are served as an incidental part of the event for payment rendered or are supplied as a part of a general admission or other type fee.
- B. For such events, this office will issue a special temporary retail alcoholic beverage permit. These permits will be for a maximum duration of three consecutive days only, and no more than 12 such permits shall be issued to any one person within a single calendar year.
1. There shall be three types of temporary alcoholic beverage permits—Type A, Type B and Type C.
 - a. Type A permits will be issued only to non-profit organizations with tax exempt status under the United States Internal Revenue Code, Sections 501(c)(3) and 501(c)(8). To qualify for this permit, applicants must submit written proof of their tax exempt status, a copy of a local permit or letter from the local governing authority granting their permission to sell alcoholic beverages, a valid lease, contract or written permission of the owner of the property upon which the event is to be held if the property is not owned by the applicant and a completed, notarized application form. Type A permits shall be issued without charge by the Office of Alcohol and Tobacco Control.
 - b. Type B permits will be issued only to non-profit organizations which are able to provide some type of written proof of their non-profit status, but are unable to show written proof of their tax exempt status under the Internal Revenue Code sections cited above. To qualify for this permit, applicants must submit the same documentation as for Type A permits, substituting the written proof of non-profit status for the written proof of tax exempt status. Applicants for Type B permits will be assessed a \$10 handling fee to cover the cost of processing the application.
 - c. Type C permits will be issued to persons holding limited events where alcoholic beverages are sold or supplied as part of a general admission or other type fee, but who do not meet the requirements for Type A or Type B temporary permits. To qualify for a Type C temporary permit, applicants must meet the qualifications required of permit holders under R.S. 26:80 and R.S. 26:280 and must submit a copy of a local permit or letter from the local governing authority granting their permission to sell alcoholic beverages, a valid lease or contract with the owner of the property on which the event is to be held if it is not owned by the applicant and a completed, notarized application form. A \$100 fee will be assessed to cover the cost of handling the Type C permit application.
2. Class A—Caterer's permits shall not be utilized in lieu of Special Event permits.
- C. The holders of temporary special event permits may return unused product at the conclusion of the event for cash or credit refund.
- D. The provisions of R.S. 26:90 and 26:286 shall apply to all special events for which temporary permits are issued under this regulation, and violations are punishable as provided for under the provisions of Title 26 of the Revised Statutes. The provisions of R.S. 26:81 and 26:281 shall not apply to special event permits.
- E. The provisions of R.S. 26:287(9) and Regulation IX dealing with unfair business practices shall not apply to the holders of Type A and Type B special event permits, except as provided in Subsection F below, but shall fully apply to the holders of Type C special event permits.



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LAC 55: VII §323. Regulation XI—Fairs, Festivals and Special Events (Continued)

F.1. When the holder of a special event permit of any type calls upon an industry member to service an event, the industry member must charge the permit holder for all equipment used and services rendered in an amount at least equal to that listed as follows:

- a. labor—at a rate equal to that required as a minimum wage under the Federal Wage and Hour Law;
- b. self-contained electric units in which the beer container is refrigerated within the unit—\$25 per day;
- c. electric unit in which the beer container sits outside the cooling unit—\$25 per day;
- d. picnic pumps—\$10 per day or may be sold to the permit holder in accordance with Subsection j below;
- e. tubs—\$10 per day or may be sold to the permit holder in accordance with subsection j. below;
- f. cold plates—\$25 per day;
- g. trucks designed to handle packaged beer without refrigeration—\$30 per day;
- h. refrigerated trucks or mobile units such as trailers or other vehicles designed to handle package or draught beer—\$100 per day;
- i. cups, ice, additional CO₂ gas, gas picnic pumps, tubs and similar supplies and equipment—cost to industry member;
- j. alcoholic beverages—at the price available to all other retail dealers in alcoholic beverage;
- k. stages, including labor to erect—\$200 per day; and
- l. tents, including labor to erect:
 - i. 12' x 12' or smaller—\$30 per day;
 - ii. larger than 12' x 12'—\$50 per day.

2. Equipment such as that listed above may not be furnished to regular licensed retail dealers unless the dealer acquires a temporary special event permit. Equipment may not be provided by a wholesaler for functions where no permit is issued but beer is acquired from a retail dealer, such as private parties or receptions.

AUTHORITY NOTE: Promulgated in accordance with R.S. 26:793.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of Alcoholic Beverage Control, LR 17:606 (June 1991), amended by the Department of Revenue, Office of Alcohol and Tobacco Control, LR 34:1634 (August 2008).